



*The Phoenix House*      *circa 1820*

*The Borough of Mendham*  
2 West Main Street, Mendham, New Jersey 07945  
*Incorporated May 15, 1906*

**Telephone: 973-543-7152**  
**Fax: 973-543-7202**

*Office of the  
Historic Preservation Commission*

Dear Applicant:

If your property is located within the Historic District, please be advised that any improvement requiring a building permit must be presented to the Historic Preservation Commission (HPC) and approval granted before the permit can be issued. Prior to filing your application with the HPC, you must first file a permit application with the Zoning Officer who will then refer you to the HPC, if required.

After filing your permit application, please complete the HPC application and checklist, assemble your supporting information for distribution and email a copy in PDF format to [planning@mendhamnj.org](mailto:planning@mendhamnj.org) and return the original plus 9 (nine) copies along with a check made out to the **Borough of Mendham** for \$95 to Borough of Mendham, 2 West Main St., Mendham, NJ 07945 Attn. Lisa Smith, Land Use Coordinator. Depending on the type of application you are presenting to the Commission, additional information may be required.

The HPC usually meets the third Monday of every month. In order to be scheduled for a meeting, the completed application, checklist, supporting documentation, application fee, and all copies must be provided to the Land Use Coordinator at least two (2) weeks before the meeting.

If you are also filing an application with the Joint Land Use Board, I advise you to time it such that the HPC review and decision precedes the Board meeting. The HPC's recommendation must be submitted to the Board as it becomes part of the record in the form of a formal report.

If you have additional questions on the process, please contact me at 973-543-7152, ext. 20 or email at [planning@mendhamnj.org](mailto:planning@mendhamnj.org)

Warm regards,

*Lisa Smith*

Lisa Smith  
Land Use Coordinator